

Committee Terms of Reference for the Heritage Preservation Committee

Name: Heritage Preservation Committee of the Queen City Yacht Club

Constituted by the Board of Directors of the Queen City Yacht Club on July 23, 2015 by a motion that we establish a Committee for the preservation of Queen City Yacht Club's heritage.

Goals:

Primary

- To preserve QCYC's heritage for future generations;
- Collect documents, pictures, videos from members;
- Organize and deliver heritage activities to celebrate the history of the Club;
- Collect, organize and transfer to the Archives of Toronto historical material every five years;
- Scan, photograph and place on the website all historical materials identified and researched;
- Research history (old Clippers, documents, archival materials) and write articles for the Clipper;
- Develop criteria and report on records retention including hard and digital copy.

Scope / Jurisdiction

- The Committee Terms of Reference and any amendments must be approved by the Board of Directors.
- Yearly plans shall be submitted to the Board of Directors for approval.
- All minutes/reports of the Committee shall be communicated to the Board.

Resources and Budget

- A budget will be developed by the Committee and approved by the Board of Directors each year.
- All expenditures must have the prior approval of the Board. All regular funds raised and expenditures will be made through the Clubs books and categorized as being for the Heritage Preservation.
- The Committee will meet at the call of the Chair at QCYC during the sailing season and at the National Yacht Club at other times or via electronic means such as Skype or by telephone.

Governance

- The Committee will report through the Chair to the Board of Directors.
- The Chair may replace or add members at his or her discretion but these will be reported to the Board of Directors.
- Roberts Rules of Order, as they pertain to Committees, will be followed.
- Coordinate events with other Board Members such as Entertainment and the Rear Commodore

Approved by the 125th Committee: July 18, 2015

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